



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS  
39529-6000

**SPR 1382.1 Rev. A**  
**November 2008**

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center Freedom of Information**

Stennis Procedural Requirements	SPR 1382.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	November 18, 2008
	Expiration Date:	November 18, 2013
Page 2 of 9		
Responsible Office: Office of External Affairs & Education/Education Office		
<b>SUBJECT: Freedom of Information</b>		

## Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
SPG 1382.1 Rev. E  * See note below.	02/07/1992		
SPG 1382.1 Rev. F  * See note below.	12/05/1996		
SPG 1382.1 Rev. G  * See note below.	05/15/2003	Diane Sims, x82165	Revised to reissue expired document. Format completely revised to standard format requirements
SPR 1382.1 Basic  * Note: The original history of the prior Directive has been retained here to provide clarity and for tracking and reference purposes.	10/25/04	Renay Nelson	Revalidated and corrected per NASA Rules Review / Revised document number.
Basic-1	6/14/05	Joy Smith	Change office of primary responsibility
Rev. A	7/22/08	Joy Smith	Revised and revalidated to reissue expiring document. Changed wording to reflect new titles to Freedom of Information Act Customer Service Center and FOIA Public Liaison Officer

Stennis Procedural Requirements	SPR 1382.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: November 18, 2008	
	Expiration Date: November 18, 2013	
	Page 3 of 9	
Responsible Office: Office of External Affairs & Education/Education Office		
SUBJECT: Freedom of Information		

## Table of Contents

<b>PREFACE.....</b>	<b>4</b>
P.1 PURPOSE.....	4
P.2 APPLICABILITY.....	4
P.3 AUTHORITY .....	4
P.4 APPLICABLE DOCUMENTS .....	4
P.5 MEASUREMENT/VERIFICATION .....	5
P.6 CANCELLATION.....	5
<b>CHAPTER 1. GENERAL .....</b>	<b>6</b>
1.1 Disclosure of Information .....	6
1.2 Information Centers .....	6
1.3 Release of Information and Review of Requests.....	7
1.4 Excluded Materials .....	7
1.5 Definitions.....	7
<b>CHAPTER 2. RESPONSIBILITIES .....</b>	<b>8</b>
2.1 FOIA Public Liaison Officer .....	8
2.2 Chief Counsel.....	8
2.3 SSC Organizations.....	8
2.4 SSC Security Office.....	8
<b>CHAPTER 3. PROCEDURES .....</b>	<b>9</b>
3.1 Request Review and Completion.....	9
3.2 Referral of Policy and Procedural Matters.....	9

Stennis Procedural Requirements	SPR 1382.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	November 18, 2008
	Expiration Date:	November 18, 2013
Page 4 of 9		
Responsible Office: Office of External Affairs & Education/Education Office		
<b>SUBJECT: Freedom of Information</b>		

## PREFACE

### P.1 PURPOSE

This SPR implements the established policies, procedures, and restrictions in providing information requested by the public of government personnel when requested in accordance with the “Freedom of Information Act (FOIA).”

### P.2 APPLICABILITY

This instruction is applicable to all NASA John C. Stennis Space Center (SSC) personnel.

### P.3 AUTHORITY

- a. 14 CFR, Part 1206, “Availability of Agency Records to Members of the Public.”
- b. 5 U.S.C., Section 552, as amended, Freedom of Information Act (FOIA)

### P.4 APPLICABLE DOCUMENTS

- a. 14 CFR, Aeronautics and Space, Part 1206, Availability Of Agency Records To Members Of The Public.
- b. NPR 1382.1, NASA Privacy Procedural Requirements.
- c. NPR 1600.1, NASA Security Program Procedural Requirements.
- d. NPR 2190.1, NASA Export Control Program.
- e. NPR 2200.2, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information.
- f. NPR 2210.1, External Release of NASA Software.
- g. NPR 2810.1, Security of Information Technology.
- h. NPR 5100.4, Federal Acquisition Regulation Supplement (NASA/FAR Supplement) [48 CFR 1800-1899].

Stennis Procedural Requirements	SPR 1382.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	November 18, 2008
	Expiration Date:	November 18, 2013
Page 5 of 9		
Responsible Office: Office of External Affairs & Education/Education Office		
<b>SUBJECT: Freedom of Information</b>		

## **P.5 MEASUREMENT/VERIFICATION**

Compliance with the requirements contained in this document will be verified through audits, monthly ViTS, and the Center's portion of the Agency's annual reporting.

## **P.6 CANCELLATION**

SPR 1382.1 Rev. Basic-1

Arthur E. Goldman  
Acting Director

## **DISTRIBUTION:**

Approved for public release via NODIS and TechDoc; distribution is unlimited.

Stennis Procedural Requirements	SPR 1382.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	November 18, 2008
	Expiration Date:	November 18, 2013
Page 6 of 9		
Responsible Office: Office of External Affairs & Education/Education Office		
<b>SUBJECT: Freedom of Information</b>		

## CHAPTER 1. GENERAL

### 1.1 Disclosure of Information

a. The FOIA establishes a positive and continuing obligation for NASA to make available to the fullest extent practicable all agency records under its jurisdiction upon request of the public. NASA regulations provide guidelines regarding the extent to which records may be exempt from disclosure as contained in 14 CFR 1206.300.

b. Determinations for release of information shall be made in accordance with the provisions prescribed in federal regulations (14 CFR 1206.300) and the following documents.

- 14 CFR, Aeronautics and Space, Part 1206, Availability Of Agency Records To Members Of The Public.
- NPR 1382.1, NASA Privacy Procedural Requirements.
- NPR 1600.1, NASA Security Program Procedural Requirements.
- NPR 2190.1, NASA Export Control Program.
- NPR 2200.2, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information.
- NPR 2210.1, External Release of NASA Software.
- NPR 2810.1, Security of Information Technology.
- NPR 5100.4, Federal Acquisition Regulation Supplement (NASA/FAR Supplement) [48 CFR 1800-1899].

### 1.2 Information Centers

a. NASA has established a Headquarters Information Center in Washington, DC and Customer Service Centers at NASA installations. The FOIA Public Liaison Officer's office at SSC is established as the SSC Freedom of Information Act (FOIA) Customer Service Center. The Customer Service Centers are an augmenting information resource to receive and fill public requests not normally and routinely handled by other established information resources (as stated below 1.2 b).

b. The Customer Service Center/FOIA Public Liaison Officer's office at SSC shall be available to the public during all regular workdays, by scheduled appointment, from 8:30 a.m. to 4:00 p.m. reliant on the SSC Site security level in affect at the Center.

c. Offices for Government and Community Relations, Technology Development and Transfer, Procurement, Education, and others will continue to furnish information and handout material in accordance with the established NASA education, public inquiries, small business programs, technology transfer, and similar programs. However, in the event that a request is received for information not available from one of these sources or the request is for the type of information

Stennis Procedural Requirements	SPR 1382.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	November 18, 2008
	Expiration Date:	November 18, 2013
Page 7 of 9		
Responsible Office: Office of External Affairs & Education/Education Office		
<b>SUBJECT: Freedom of Information</b>		

not routinely released by one of these sources, the request shall be immediately forwarded to the FOIA Public Liaison Officer.

### 1.3 Release of Information and Review of Requests

- a. The Office of External Affairs and the Office of Procurement shall furnish information and hand out material in accordance with the established SSC procedures for educational, public affairs, small business programs, and other similar programs.
- b. However, in the event that a request is received for information not available from one of these sources or the request is for the type of information not routinely released by one of these sources, the request shall be immediately forwarded to the FOIA Public Liaison Officer for consideration and initial determination for release.
- c. All mail received at SSC addressed to the “NASA Freedom of Information Center” or “NASA Information Center” requesting documents that are on file at SSC shall be immediately forwarded to the NASA/SSC FOIA Public Liaison Officer for review.

### 1.4 Excluded Materials

Copies of information published in the Federal Register or those publications available for purchase from the Superintendent of Documents, the National Technical Information Service (Department of Commerce), or other readily available sources shall not be reproduced by SSC.

### 1.5 Definitions

- a. Agency Records or Records: The term “agency records” or “records” as used in this instruction includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by NASA/SSC in pursuance of federal law, or in connection with the transaction of public business and preserved by NASA/SSC as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities, or because of the information data contained therein. It does not include tangible objects or articles such as structures, furniture, paintings, sculptures, exhibits, models, vehicles, or equipment; library or museum material made or acquired and preserved solely for reference or exhibition purpose: or records of another agency, copies of which may be in NASA’s possession.
- b. Initial Determination: The term “Initial Determination” means a decision by the SSC FOIA Public Liaison Officer, in response to a request by a member of the public for an agency record on whether the record described in the request can be identified and located after a reasonable search and, if so, whether the record (or portions thereof) will be made available or will be withheld from disclosure.

Stennis Procedural Requirements	SPR 1382.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	November 18, 2008
	Expiration Date:	November 18, 2013
Page 8 of 9		
Responsible Office: Office of External Affairs & Education/Education Office		
<b>SUBJECT: Freedom of Information</b>		

## CHAPTER 2. RESPONSIBILITIES

### 2.1 FOIA Public Liaison Officer

The FOIA Public Liaison shall:

- a. Be responsible for release of information and agency records and making initial determinations of releasability as required under the FOIA.
- b. Be responsible for the overall coordination of the SSC program for release of information and agency records and providing information required to support the NASA annual report.

### 2.2 Chief Counsel

The Chief Counsel shall be responsible for interpretation of the requirements of the Freedom of Information Act (5 U.S.C. 552, as amended).

### 2.3 SSC Organizations

- a. All NASA/SSC organizational elements shall be responsible for immediate referral of any requests received from members of the public for release of records under the provisions of the FOIA to the FOIA Officer for necessary response.
- b. In no event shall any organization attempt to reply to a request under the FOIA except as prescribed in this instruction.

### 2.4 SSC Security Office

The SSC Security Office shall be responsible for badging any member of the public wishing to visit the NASA SSC Information Center.



Stennis Procedural Requirements	SPR 1382.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: November 18, 2008	
	Expiration Date: November 18, 2013	
	Page 9 of 9	
Responsible Office: Office of Chief Counsel		
SUBJECT: Freedom of Information		

## CHAPTER 3. PROCEDURES

### 3.1 Request Review and Completion

The FOIA Public Liaison Officer shall review all requests for records and take the following actions, as appropriate:

- a. For requests for records which require initial determinations, or which are considered questionable with regard to exemption from release, prepare an initial determination. These requests must be filled or denied (subject to appeal) within twenty working days.
- b. For requests for records which have previously been determined releasable in full by the FOIA Public Liaison Officer, no further determination is required and requested copies of records will be provided within twenty working days. This information will be transmitted by a cover letter signed by the FOIA Public Liaison Officer or the Chief Counsel.
- c. For requests for records on which an initial determination was to withhold all or portions of the requested records, the FOIA Public Liaison Officer prior to release or denial of the requested records shall make a written determination.
- d. Determination will be made within twenty working days, as prescribed in item 1.
- e. Direct requesters to forward established fees for services furnished to the NASA/SSC Financial Management Office. A sequential control number will be assigned to each request handled.

### 3.2 Referral of Policy and Procedural Matters

The FOIA Public Liaison Officer will make initial determinations on requests requiring SSC action and expeditiously refer to the NASA Administrator for consideration of those matters concerning implementation of policies and procedures (14 CFR 1206.500).